

**DRAFT ENVIRONMENTAL SERVICES AND OPERATIONS (ESO)  
STATEMENT OF WORK (SOW)**

**EPA Region 3 Multi-Site Technical Oversight Support**

**PURPOSE**

The purpose of this task order is to provide the Environmental Protection Agency (EPA), with technical oversight support, primarily through document review, field oversight and meeting support for remedial activities related to EPA fund-lead and Potentially Responsible Party (PRP) PRP-lead Region 3 Superfund Sites.

**PERIOD OF PERFORMANCE**

The period of performance for this task order (TO) is a one-year base period and four one-year option periods, if the Government exercises all options.

**SITE BACKGROUND**

The full scope of technical oversight support is currently unknown. Primary Sites, consisting of known and potential sites, are listed below. Optional Sites, consisting of unknown sites for additional work, are not listed below, but these sites may be included with the scope, in the future. Task assumptions for all sites are provided in Tables 1 and 2, included at the end of this SOW.

**Primary Sites**

**Keystone Sanitation Landfill Superfund Site** – The Keystone Sanitation Landfill Superfund Site (EPA ID: PAD054142781) primarily consists of a 40-acre, closed landfill located on a 70-acre parcel in Union Township, Adams County Pennsylvania. From 1966 through 1990, Keystone Sanitation Company accepted household and municipal wastes and certain types of industrial and construction debris, some of which contained hazardous substances.

EPA selected the remedy for the Site in the following Records of Decision (RODs) and Explanation of Significant Difference (ESD): a September 30, 1990 ROD, a June 25, 1999 ROD Amendment, a September 14, 2000 ROD Amendment, and a September 30, 2015 ESD. The most recent Five-Year Review for the Keystone Sanitation Landfill Superfund Site was completed in 2015. The documents listed above and other supporting documents are available in the Administrative Records for these response action decision documents or in Special Collections ([ HYPERLINK "<https://semspub.epa.gov/src/collections/03/AR/PAD054142781>" \h ] or [ HYPERLINK "<https://semspub.epa.gov/src/collection/03/SC30753>" \h ])

The Keystone Sanitation Landfill Superfund Site is separated into four Operable Units. OU-1 is maintenance of the existing perimeter fence, OU-2 is maintenance of residential point-of-entry potable well filtration units, OU-3 is operation and maintenance of the soil gas collection system, landfill cap, and surface drainage systems, and OU-4 is operation and maintenance of the

groundwater extraction and treatment system. Work is performed by two groups of respondents to two consent decrees. OU-1 and OU-3 work is performed by one group and OU-2 and OU-4 work is performed by the other group. Construction of the remedial action is complete. The groups each submit annual performance monitoring reports. EPA is currently overseeing on-going optimization of the OU-3 remedy. EPA anticipates that the contractor will assist with review of the annual reports and minor submissions associated with optimization.

**Nonresponsive based on revised scope**

**Nonresponsive based on revised scope**

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## **TASK 1: GENERAL REQUIREMENTS**

### 1.1 Site-Specific Plan Development

#### 1.1.1 Technical Management Plan (fixed price)

The Technical Management Plan (TMP) shall provide a description of how the contractor plans to manage this task order. This plan shall include the technical approach used to achieve each task and identify project organization, key personnel, required resources, the intended communication process with EPA, the contractor's points of contact and responsibilities, and subcontractor management. The Draft TMP is due 30 days after the contractor is awarded this TO. EPA shall review the Draft TMP and will provide comments. The contractor shall submit the Final TMP to the Task Order Contracting Officer Representative (TOCOR), within 15 calendar days from receipt of EPA's comments. The TOCOR shall approve the TMP for the task order.

This plan shall be modified if the EPA TOCOR determines that project conditions have changed. If a change in the TMP results in a modification to the task order, the change will be negotiated, as appropriate, and the task order will be modified.

#### 1.1.2 Site Specific Health and Safety Plans (fixed price per site)

The Health and Safety Plan (HASP) specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2) [NOTE: The PRP's HASP may be adopted for use if appropriate].

### 1.2 Project Management, Monitoring, and Reporting (fixed price per year)

Perform activities required to effectively manage the task order. These activities include, but are not limited to, the following:

- Monitoring costs and progress
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract
- Accommodating any external audit or review mechanism that EPA requires and

The contractor shall assign work to personnel at the appropriate technical levels and with the appropriate skill to most efficiently perform the task(s) listed below.

#### 1.9 Task Order Closeout (fixed price)

The contractor shall close out the task order at the end of the period of performance. Activities include completing all deliverables, submitting the final invoice, and returning documents to EPA or to other document repositories.

#### **TASK 2: RESERVED**

#### **TASK 3: RESERVED**

#### **TASK 4: RESERVED**

#### **TASK 5: OVERSIGHT SUPPORT**

The contractor shall provide oversight support to EPA in fulfillment of its responsibilities for oversight and enforcement of environmental investigation and remediation work being financed and performed by the PRPs.

##### 5.1 Field Oversight (time and material)

Under this task, the contractor will conduct field audits and inspections to evaluate responsible parties' implementation of different aspects of field work during the CERCLA process. Assumptions for the number of field oversight days are specified in the tables at the end of this Statement of Work.

##### 5.1.1 Field Audits and Inspections

The contractor shall perform the following activities as part of this task:

- Review implementation of approved work plans, sampling and analytical plans (SAP), and quality assurance project plans (QAPPs) prior to fieldwork;
- Observe sampling activities for compliance with the approved work plans, SAPs, and QAPPs prior to fieldwork;
- Maintain a log of detailed observations at the site, including interactions with all parties, results of field tests, well construction, observations about conformance with the project-specific plans, and deviations from the approved plans. Field notebooks/journals and logs may be supplemented with photographs and/or videotaping; and
- Prepare a daily field oversight report and email the report to the EPA TOCOR at the end of the day. The field oversight report shall include information such as the date, weather conditions, oversight contractor personnel, PRP field personnel, planned activities, approved changes in work plan, important communications, oversight hours on-site, problems encountered/corrective actions taken, specific notes/logs, and tomorrow's expectations. The daily field oversight report may be supplemented with photographs and/or videotaping

#### **TASK 6: RESERVED**

## **TASK 7: OTHER TECHNICAL ASSISTANCE**

The contractor shall provide technical support to EPA in fulfillment of its responsibilities for oversight and enforcement of environmental investigation and remediation work being financed and performed by the PRPs.

### **7.3 Technical Assistance and Meeting Support**

#### **7.3.1 Document Review**

The contractor shall conduct technical reviews and provide comments to EPA as necessary on documents prepared for or associated with the sites described in the Site Background Section. The reviews shall consist of determining whether the document is technically acceptable in accordance with applicable EPA Superfund guidance and policy. Contractor personnel with expertise in geology/hydrogeology, engineering, risk assessment, etc., shall review those portions of the documents in which they are experts. The contractor shall submit a technical memorandum upon the completion of each review within 30 calendar days of receipt from EPA or within the schedule determined EPA. The technical memorandum shall be submitted electronically via email in a Microsoft Word document to EPA. The review summary shall provide comments on the technical shortcomings, inconsistencies with EPA guidance, unexplained inconsistencies with applicable work plans as well as identify potential problems and make recommendations pertaining to the site documents. Editorial comments shall not be provided. The contractor should not anticipate receipt of any EPA comments requiring modification to the submitted technical memorandum.

The following factors shall be considered during the review of all PRP submittals:

- Technical requirements of the ROD and CD, and compliance with ARARs
- Standard professional engineering practices
- Applicable statutes, EPA policies, directives, and regulations
- Spot checking design calculations to assess accuracy and quality of design activities
- Examination of planning and construction schedules for meeting project completion goals

Level of effort and expertise of document review will vary depending on the type of document for which EPA is seeking contract review support. The planned documents will be grouped into 2 tiers based on complexity, required contractor expertise, and associated time and effort. EPA will indicate what type of document it is providing before review and the level of review. For purposes of providing a cost estimate, the following assumptions are provided:

##### **7.3.1.1 Tier 1 (fixed price per review)**

This tier is intended to provide document review for major deliverables. Assumptions for Tier 1 quantities for each site are specified in the table at the end of this Statement of Work. Tier 1 document reviews should take 40 - 80 hours and provide comments to EPA. This review time also includes any review time associated with reviewing pertinent background documents.



#### 7.3.1.2 Tier 2 (fixed price per review)

This tier is intended to provide document review of smaller deliverables. Assumptions for Tier 2 quantities for each site are specified in the table at the end of this Statement of Work. In addition, Tier 2 document review will be applied to a follow-up or to a response to comments for a document initially reviewed as Tier 1. Tier 2 document review should take up to 40 hours and provide comments to EPA. This review time also includes any review time associated with reviewing pertinent background documents.

#### 7.3.2 Meeting Support (fixed price per meeting)

The contractor shall attend various meetings throughout the performance of the task order document as directed by the TOCOR. Contractor support shall include providing technical input during the meeting. The contractor may be required to provide meeting minutes, comments, or follow-up actions. Assume a project manager for the contractor will provide meeting support. Technical experts may be required and shall be determined by the EPA TOCOR.

### **TASK ASSUMPTIONS**

Assumptions for quantities associated with Tasks 5.1, 7.3.1.1, 7.3.1.2 and 7.3.2 are included in Tables 1 and 2. Table 1 provides assumptions for quantities associated with the primary sites during the base period and option periods. Table 2 provides assumptions for quantities associated with the option periods for cost estimating. The contractor may be tasked with an optional site at any time during this TO's period of performance, at any time up until the beginning of Year 5 as long as 1-year options are exercised by EPA. The quantities in Table 2 are estimated and are for cost estimating purposes. Assume a standard field oversight day is an 8-hour workday and the review of the approved work plans, SAP and QAPP along with a trip report should take an additional 8 hours.

#### **Ex. 5 Deliberative Process (DP)**

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do not include these costs.

Assume meetings will be held at the EPA Region 3 office or via teleconference and that the preparation, the meeting and final documentation of the meeting will be 8 hours.

#### **Ex. 5 Deliberative Process (DP)**

Table 1 Multi-Site Technical Oversight Support Task Assumptions for Primary Sites				
	Task 5.1 Field Oversight (days)	Task 7.3.1.1 Tier 1 Document Reviews	Task 7.3.1.2 Tier 2 Document Reviews	Task 7.3.2 Meetings
Year 1				
Keystone Sanitation Landfill	0	2	0	1
<b>Nonresponsive based on revised scope</b>				

**Nonresponsive based on revised scope**

Subtotal Base Year	2	5	9	3
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**Table 2**  
**Multi-Site Technical Oversight Support**  
**Options**

	Task 5.1 Field Oversight (days)	Task 7.3.1.1 Tier 1 Document Reviews	Task 7.3.1.2 Tier 2 Document Reviews	Task 7.3.2 Meetings
<b>Year 1 (option)</b>				
Keystone Sanitation Landfill	2	2	2	1
<b>Nonresponsive based on revised scope</b>				
Subtotal Year 1 (option)	84	8	12	16
<b>Year 2 (option)</b>				
Keystone Sanitation Landfill	4	1	2	1
<b>Nonresponsive based on revised scope</b>				
Subtotal Year 2 (option)	81	7	19	17

<b>Year 3 (option)</b>				
Keystone Sanitation Landfill	2	1	2	1
<b>Nonresponsive based on revised scope</b>				
<b>Subtotal Year 3 (option)</b>	56	4	21	17
<b>Year 4 (option)</b>				
Keystone Sanitation Landfill	2	1	2	1
<b>Nonresponsive based on revised scope</b>				
<b>Subtotal Year 4 (option)</b>	4	2	14	4
<b>Year 5 (option)</b>				
Keystone Sanitation Landfill	2	1	2	1
<b>Nonresponsive based on revised scope</b>				
<b>Subtotal Year 5 (option)</b>	3	2	14	4